

September 18, 1975

MEMORANDUM

SUBJECT: The Congressional Checklist

1. The Director has asked that we move toward publishing five days a week. We will do this in the following manner: The week of 22 September we will publish four issues of the Checklist. It will appear on Tuesday, Wednesday, Thursday, and Friday. The following week, the week of 29 September, we will publish all five working days.

2. A member of the Congressional Support Staff will come in Sunday evenings to prepare drafts for the Monday morning edition. [redacted] will provide typing support on Sunday evening. Following that the drafts and tapes will be turned over to the night editors as usual.

3. Beginning next week, the name of the publication will be the Intelligence Checklist.

cc: DDI

Distribution:

D/OCI
D/OSR
D/OER
CDV [redacted] (GH-08 Hqs)
CD/EAP
CD/MEA
CD/USSR-EE
CD/WE
CD/WH
CB/Processing
PDB
OCI/Registry
PSD (Attn: [redacted])